

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

ACCOUNTS RECEIVABLE MANAGER

Role Title: Financial Services Manager I

Position #00831

Pay Band 5, Level III, Hiring Range: \$41,778 - \$75,000

Closing Date: August 19, 2013

Fiscal and Purchases Division - This position is responsible for directing and managing all activities in the Accounts Receivable Unit. The incumbent develops and implements policies and procedures to ensure compliance with Comptroller's directives, state and federal regulations and DMAS policies and procedures. The successful candidate must have considerable knowledge of state accounts receivable and cash management policies/ procedures, as well as generally accepted accounting practices. Must have considerable working knowledge of automated accounting systems, preferably CARS and Oracle Financials. Must have experience supervising professional accounting and support staff. Requires demonstrated ability to manage multiple projects while adhering to established timeframes. Must have demonstrated ability to analyze and apply federal and state regulations, and to implement updated policies and procedures. Requires proficiency using the PC including word processing and spreadsheet software applications. Must have demonstrated ability to analyze financial data and prepare comprehensive reports. Must be able to communicate effectively orally and in writing with government agencies and officials, private institutions and with staff at all levels of the agency. Prefer degree with course work in accounting or finance, CPA or CMA certification is desirable.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA